

**CITY OF MOUNTAIN VIEW
CLASS SPECIFICATION**

Position Title: Building Inspector I/II	Job Family: 3/3
General Classification: Front-Line	Job Grade: 25/29

Definition: Building: To perform on-site inspections to determine compliance with building, plumbing, mechanical, electrical and housing codes and other governing laws and ordinances including basic zoning, grading and flood zone regulations; to determine adherence with the approved plans; to check plans and specifications; and to issue building permits and respond to inquiries from the public.

Housing: To inspect multi-family and rental units and CDBG-funded rehabilitated housing units within the City in accordance with local ordinances; to maintain records and prepare reports pertaining to units inspected; to ensure the public health and safety; development and maintenance of residential property.

Distinguishing Characteristics: Building Inspector I: This is the entry level class in the Building Inspector series. This class is distinguished from the Building Inspector II series by the performance of the more routine tasks and duties assigned to positions within this series. Employees at this level are not expected to perform with the same independence of direction and judgment on matters related to established procedures and guidelines as are positions allocated to the II level. Since this class is typically used as a training class, employees may have only limited or no directly related work experience. Employees work under general supervision while learning job tasks. Receives general supervision from higher level management staff. May receive indirect supervision from the Development Services Supervisor, Senior Building Inspector or professional planning staff.

Building Inspector II: This is the full journey level class within the Building Inspector series. This class is distinguished from the Building Inspector I by the assignment of the full range of duties assigned. Employees at this level receive only occasional instruction or assistance as new or unusual situations arise, and they are fully aware of the operating procedures and policies within the work unit. Positions in this class are flexibly staffed and are normally filled by advancement from the I level. Receives direction from higher level management staff. May receive indirect supervision from the Plan Checker, Senior Building Inspector or professional planning staff. May exercise technical supervision over less experienced staff.

Examples of Duties: Duties may include, but are not limited to, the following:

Building

1. Perform field inspections of building construction, plumbing, mechanical and electrical installations in residential and commercial buildings to verify compliance with applicable codes and the approved plan.
2. Check plans for new construction, or alterations or remodeling for existing structures; to ensure compliance with pertinent codes and accepted engineering practices.
3. Perform inspection of existing buildings for new business occupancies.
4. Review plans and applications for building permits; issue building permits; issue certificates of occupancy.
5. Confer with architects, contractors, builders and the general public in the field, office and at the counter; explain and interpret requirements and restrictions.
6. Maintain inspection or permit file; submit inspection reports as required; perform office duties as necessary.
7. Investigate violations and complaints; recommend alternatives to supervisor.
8. Participate in training program for inspectors; keep current on new codes, ordinances, laws and amendments.
9. Perform related duties as assigned.

Housing

1. Conduct mandatory inspections of all multi-family housing units within the City; inspect rental housing units upon request.
2. Inspect work quality and materials used in a variety of residential rehabilitated housing units to ensure compliance with approved plans, specifications, codes and ordinances.
3. Prepare technical job specifications of assigned construction project; attend preconstruction conferences as assigned; analyze contractor estimates.
4. Inspect materials for identification and conformance to specifications.

5. Observe work during progress and upon completion; monitor, inspect and approve completion of work done; ensure that all specified conditions are met.
6. Record amounts of work performed; prepare necessary reports for payments or cost recovery.

Minimum Qualifications:

Building Inspector I

Knowledge of: Approved and modern methods, materials, tools and safety used in building construction; basic building code requirements; building construction standards.

Ability to: Increase knowledge of building and related codes and ordinances enforceable by the City, specifically: Uniform Building Code, Uniform Plumbing Code, Uniform Mechanical Code, National Electrical Code, State Housing Law, basic zoning, grading and flood zone regulations; read, understand and interpret construction blueprints, plans and specifications; learn to inspect and analyze standard building construction and identify code violations; prepare accurate and precise reports and records; perform assigned duties on construction sites; communicate clearly and concisely, both orally and in writing; use safe work practices; establish and maintain effective working relationships with those contacted in the course of work.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: Two years of experience in the journey level trade or as a contractor in a variety of building construction activities; equivalent to the completion of the 12th grade supplemented by coursework in building inspection or a related field.

Required Licenses or Certificates: Possession of, or ability to obtain, an appropriate California driver's license; ability to obtain an ICBO or equivalent as a building inspector or combination inspector within one year of hire.

Building Inspector II

In addition to the qualifications for Building Inspector I:

Knowledge of: Building and related codes and ordinances enforceable by the City, specifically: Uniform Building Code, Uniform Plumbing Code, Uniform

Position Title: Building Inspector I/II

Page 4

Mechanical Code, National Electrical Code, State Housing Law, basic zoning, grading and flood zone requirements.

Ability to: Read, understand and interpret construction blueprints, plans and specifications; inspect and analyze standard building construction and identify code violations.

Experience and Training Guidelines: Any combination of experience and training will qualify if it provides for the required knowledge and abilities.

Recommended: 18 months to 2 years of experience performing duties comparable to that of Building Inspector I in the City of Mountain View; equivalent to the completion of the 12th grade supplemented by coursework in building inspection or a related field.

Required Licenses or Certificates: Possession of, or ability to obtain, an appropriate California driver's license; possession of an ICBO or equivalent as a building inspector or combination inspector.

Established February 1980

Revised August 2005

CLASS SPECS

CS126-F^